

EMERGENCY ACTION CARD - GROUP LEADER

Castlebrae Community High School

CALLS FROM ABROAD +0044

USEFUL NUMBERS

School Direct: 131 *****

Headteacher Home: 131 *****

Headteacher Mobile: *****

Children and Families Department:

Daytime: 131 469 3322 (Director's office)

Evening/Holiday: 131 200 2000

State "Children and Families Department Emergency"

(Other school contact)

Annabelle Bossard Mobile: 00 33 *****

WARNING AND ADVICE IN AN EMERGENCY

Priorities

1. Safeguard the group
2. Attend to victims
3. Prevent uncontrolled pupil use of mobiles, etc.
4. Contact School or Children and Families Department outside school hours: refer all enquiries there
5. Keep a written/taped record of all the facts
6. Preserve vital evidence: photos may help
7. Help with official enquiries
8. Avoid confrontations
9. Do not admit liability to anyone
10. Do not comment to the media: refer enquiries to school and the Communications Team in Children and Families